



PARISH OF CADDO
 Department of Human Resources
 505 Travis Street, Suite 840
 Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 01/01/2005;01/01/06,01/01/07*

JOB TITLE : Dispatcher

DEPARTMENT: Animal Services

FLSA Status: Non-Exempt

HOURS: 7:00 a.m. – 4:00 p.m.

SALARY RANGE: \$11.66 - \$17.53/ hour

GRADE: 13

Coordinates and maintains radio communication and records with field personnel.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Communicates to field personnel, using the Ten-Code communication system.
- Assists field personnel locating addresses, communicates with citizens regarding field personnel activities.
- Monitors the location and activity of field personnel.
- Maintains records of communications with field personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.